

TRANSFER REQUEST FORM (DUAL NOTARY)

This Transfer request form is to be used when **ONE PARTY IS ABSENT** (Transferor/Transferee) during the time of notarization. An additional Notary signature must be provided by the absentee party. Below is a list of requirements needed to complete the State Lease transfer.

- Completed *Transfer Request Form*
- Signatures of both parties (Transferor and Transferee).
- Original notarized copy of *Transfer Request Form*
- **Additional notary signature by the absentee party.**

*Note: The ten dollar (\$10) processing fee may be waived by providing copy of the **Bill of Sale***

I, _____ hereinafter called the “**Transferor**”, being current lessee of State Lease # _____, wish to transfer my State Lease to _____ herein after called “**Transferee**” on this day _____ of _____ year of _____.

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Transferor:

- Name: _____
- Address: _____
- Phone: _____
- Signature: _____

Signature: Notary

Date

=====

Transferee:

- Name: _____
- Address: _____
- Phone: _____
- Signature: _____

Signature: Notary

Date